

UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND

FILING GUIDELINES

The following guidelines are provided by the Clerk's Office to assist parties in properly filing documents with this court. Please use these guidelines in conjunction with filing requirements found in the Federal Rules and the Local Rules

PURSUANT TO THE LOCAL RULES, ALL DOCUMENTS FILED WITH THIS COURT MUST BE TWO-HOLE PUNCHED AT THE TOP OF THE DOCUMENT.

NEW CIVIL COMPLAINTS:

- Filing Fee: \$150.00 (make check payable to "Clerk, U.S. District Court")
- Civil Cover Sheet (original, plus one copy for each defendant)*
- Complaint (original and two copies, plus one copy for each defendant)*
- Summons (two copies for each defendant-must be prepared in advance)*
- * If the United States or an Agency thereof is a defendant, four additional copies are required.

REMOVALS:

- Filing Fee: \$150.00 (make check payable to "Clerk, U.S. District Court")
- Civil Cover Sheet (original and two copies)
- Notice of Removal (original and two copies)
- Notice of Filing Notice of Removal (original and two copies)
- Copy of complaint filed in other court (original and two copies)
- Copy of summons issued out of other court (original and two copies)

OTHER DOCUMENTS:

- All other documents, including pleadings, motions, responses, memoranda, applications, correspondence, etc. (original and two copies)

IF YOU WOULD LIKE A DATE-STAMPED COPY OF ANY OF THE ABOVE DOCUMENTS, YOU MUST PROVIDE AN ADDITIONAL COPY.

IF YOU WOULD LIKE YOUR COPY RETURNED BY MAIL, YOU MUST PROVIDE A SELF-ADDRESSED, STAMPED ENVELOPE.